

BUILDING CHECKLIST

Instructions: This form is used to verify that all necessary approval/permits from Boards and Departments having jurisdiction have been obtained. This does not relieve the applicant and/or landowner from compliance with any applicable local or state law, regulations or requirements. ALL SIGNATURES ON SAME CHECKLIST-we will not accept separate forms.

BUILDING ADDRESS: _____ Map _____ Lot _____

OWNER'S NAME: (please print) _____

OWNER'S ADDRESS: _____

APPLICANT'S SIGNATURE: _____ PHONE: _____

TAX DEPARTMENT (62 Arlington Street): _____ Date: _____

Authorized Signature: _____

TREASURER'S OFFICE (62 Arlington Street): _____ Date: _____

Authorized Signature: _____

HEALTH DEPARTMENT (11 Springpark Ave.) _____

DESIGN APPROVAL _____ DISPOSAL WORKS PERMIT _____

Authorized Signature: _____ Date: _____

SEWER DEPARTMENT (1196 Lakeview Ave.) Sewer Available: +Yes +No

Sewer Entrance Permit: _____ Auth. Signature: _____ Date: _____

WATER DEPARTMENT (47 Hopkins Street) Water Available: +Yes +No

(Kenwood-Town Hall, Clerk)
Connection Permit: _____ Authorized Signature: _____ Date: _____

FIRE DEPARTMENT (488 Pleasant Street):

Authorized Signature: _____ Date: _____

ENGINEERING/PLANNING (11 Spring Park Ave):

Date Lots Released: _____ Authorized Signature: _____

Comments: _____ Date: _____

CONSERVATION COMMISSION (11 Spring Park Ave):

Necessary permits filed and appropriate erosion controls proposed
for earthwork or topsoil removal greater than one (1) acre. Order of Conditions: _____
+ Yes + Not Applicable Date: _____

Authorized Signature: _____ Comments: _____

DEPARTMENT OF PUBLIC WORKS (833 Hildreth Street):

Authorize Signature: _____ Date: _____

TYPE OF PERMIT- SIGN OFF REQUIRED BY	Tax/Tres.	Health	Sewer	Water	Fire	Eng.	CC	DPW
Building dept. will sign off on Tax/Treasurer. Exceptions (new construction)					Transmittal req.			
Roof- Siding- Windows - Stove-	✓							
Pool/Shed	✓	✓	✓				✓	
Deck	✓	✓	✓				✓	
Garage	✓	✓	✓		✓		✓	
Addition-No Bedrooms	✓	✓	✓				✓	
Addition - Bedrooms	✓	✓	✓		✓		✓	
and fl / no foundation addition	✓	✓	✓		✓			
ew Single / Multi. Family	✓	✓	✓	✓	✓	✓	✓	✓
terior Alterations	✓							
terior Alterations / with bedroom	✓	✓	✓		✓			
ommercial Bldg.	✓	✓	✓	✓	✓	✓	✓	✓